

**WNYRIC Advisory Council Meeting
December 17, 2015 2:00 p.m. – 3:30 p.m.**

Erie 1 BOCES, 355 Harlem Road, West Seneca Room A2

DL Sites: Erie 2 LoGuidice Room 1 9520 Fredonia Stockton Road, Fredonia, CA Olean DL Room, 1825 Windfall Road, Olean, ON DL Room at Tech Center, 4124 Saunders Settlement Road, Sanborn, GST Hornell HS DL Room, 134 Seneca Road Hornell

Attendees:

Barb Mocarski - WNYRIC	Brian Russ – East Aurora
Carol Barber – WNYRIC	Don Skotnicki – Erie 1 BOCES
Eric Lawton – West Valley	Greg Woytila – North Tonawanda
Jan Mathis - WNYRIC	Jeffery Hazel – Niagara Wheatfield
Julianna Sciolino - WNYRIC	Karen Cuddy-Miller – Grand Island
Lynn Fusco – Erie 1 BOCES	Maria Sommerfeldt - Depew
Mary Beth Genovese-Scullion – Tonwanda	Maureen Taylor - WNYRIC
Michelle Okal-Frink - WNYRIC	Pat Hochadel - WNYRIC
Ron Ternowski – WNYRIC	Rosanne Huffcut - WNYRIC
Tony Day – Sweet Home	

Absent :

Danielle O'Connor - Frewsburg	James Frame – GST BOCES
Jason Smith - Lyndonville	Jim Fregelette – Erie 1 BOCES
Joe Steinmetz – ON BOCES	John Montesanti - Wilson
John O'Connor – Erie 2 BOCES	Margaret Munson – GST BOCES
Maureen Donahue - Southwestern	Paul Cone – Caniseto Greenwood
Pon Sminiski – Akron	Rich Calkins – Alfred Almond

Attending via DL Sites:

Bob Spino – Erie 2 BOCES	Chris Smith - Bath
Clark Godshall – ON BOCES	David O'Rourke – Erie 2 BOCES
Glenn Niles - Arkport	Jean Rexford - WNYRIC
Jennifer Lilly - WNYRIC	Lynda Quick – CA BOCES
Michael Graf – CA BOCES	Mike Pavlock - Scio
Mike Watson – Allegany Limestone	Patricia Hartigan – ON BOCES
Patrick Flaitz - Hornell	Tim Clarke – CA BOCES
Tim Cox – CA BOCES	Tim Mains - Jamestown

Administrative Items:

- **Call to order**
 - Advisory Council meeting was called to order at 2:00 p.m. by Greg Woytila
- **Greg Woytila- Roll call**
 - Introductions were made by region.
 - Membership updates: None were made
- **Minutes of September 24, 2015**

Greg asked if there were any questions/corrections regarding the minutes of September 24, 2015 and there were none. Karen Cuddy-Miller made the motion to accept the meeting minutes; Maria Sommerfeldt seconded the motion. The minutes were unanimously accepted. (23-yes/0-no/0 abstain).

- **Approval of December 17, 2015 agenda**

Greg asked if there were any questions/corrections/additions regarding the agenda for December 17, 2015 and there were none. Maria Sommerfeldt made the motion to accept the agenda seconded by Jeffery Hazel. The agenda was unanimously accepted (23 yes/0 no/0 abstain).

Reoccurring Topics:

Data Privacy—Jan Mathis

- **Erie 1 BOCES Cyber Insurance Policy update – Jan Mathis**
- Districts will be charged a \$500.00 fee as of July 1, 2016 for the 16-17 school year. This is mandatory for all districts participating in WNYRIC broadband services. This will include first party and third party coverage dependent on the investigation following a breach.

ROUNTABLE SUGGESTIONS FOR FOLLOW UP:

- Cyber insurance does not cover breaches created by component school district staff or loss of component school district equipment containing data.
- Communication needs to be sent out regarding what the \$500.00 fee includes and what a district is liable for. This information was sent out by Jim to Business Officials and Tech Coordinators and it also will be discussed with the CSRs at the district participation meetings. Ms. Quick noted she had also discussed at her Superintendent's meeting. It was discussed at Erie 1 Superintendent's meeting as well. A flyer stating the need for a district to check with their insurance carrier for their own coverage need was also distributed at service roll out meetings and posted on the WNYRIC web page. NYSIR now has coverage available for first party district needs. Jim Fregelette will check on details of that to make Advisory Council aware. Districts should also check with their carrier for availability.

Broadband and Effectiveness of Network—Ron Ternowski

- Conversion to the new network is underway and about 65% complete
- Sixteen districts are remaining for a hot cut which is an actual fiber switch over.
- Four districts are pending more information. TW needs to go on-site and install equipment and configure
- Seven districts are pending construction redesign – TW construction work needs to be completed
- Four districts are waiting for hot cut with construction
- Three districts are waiting for internal district equipment to be moved, WAN Senior to perform
- Two districts are waiting on TW information for where they will be categorized
- Two districts are waiting on provision/redesign
- 82% will be done before the holiday. All should be done by the end of February 2016.
- All districts have been communicated with.

Smart Schools Bond Act updates—Michelle Okal-Frink

- Our guidance page <http://wnysmartschools.weebly.com/>
- SED's webpage http://www.p12.nysed.gov/mgtserv/smart_schools/
- All districts have had their plans approved.
- Jim will be speaking to SED regarding the capital projects to have more concrete answers.
- SED at one point said that VoIP was not available for the Smart Schools funds. They have now changed saying that it is available only for equipment when security is in the rationale. The plan needs to be -very specific on how the equipment for VoIP will be used for security and safety only.
- Michelle is keeping up with information that she receives on the listserv. A recent ppt was sent out which clarifies VoIP some.

- Michelle has posted the Smart Schools Investment Plan Process, which may help districts to talk to the Office of Facilities Planning
- Clark suggested putting a disclaimer on the Q & A. As we are being forced to answer questions on capital aid. His concern is that we are not creating a liability for Erie 1 BOCES. Districts should consult with their financial rep. Michelle is making sure that she is keeping records of all the emails from SED and will add that disclaimer.

Education Law 2d—Barb Mocarski

- No updates at this time
- Waiting for SED to hire a Chief Privacy Officer

Technology Survey Tool—Michelle Okal-Frink

- All WNY school districts have received approval on time by email. Some have received by mail. These emails/letters will be coming either to the Superintendent or to the person that is listed on the tech survey. Once districts receive their approval they can begin their smart school investment plan process. Districts will need to check the box that they received their approval.
- Submit the first time for certification in the March or April timeframe. Final certification submission is mid to late June. All districts need to be certified before June 30th for the 2016-2017 school year.

New Business:

Pricing for 2016-2017 rationale/discussion – Barb Mocarski

- Overall increase for services provided by WNYRIC is 1.91%
- Those that are over the 2% are large districts that have a lot of services or small districts that have low participation totals, multiple WNYRIC staff and/or are VoIP districts. VoIP services went up more than the 2% since more staff was allocated to support. The examples that were shared were:
 - Small district with under 1000 students, increase is due to change to subsequent year pricing
 - Medium district under 4000 students average 2% increase overall, district participates in many services
 - Large district with over 5000 students with multiple RIC staff, participating in many services
 - Average district about 2000 student participating in many services

Change in 793 process and approval requirements – Rosanne Huffcut

- Working on 15-18 Plan for the next three years. SED wants a new plan every three years. In March we will be sending to SED only our updates. The 2018-2021 plan is when we will need the approval of the District Superintendents. We will be sending out reminders for any new goals that Advisory Council members feel should be added.

Current 2014-2015 793 Plan Highlights--Associate Directors highlighted the following:

- 1.1 New broadband is being implemented and should be complete by 2/28/16
- 1.2 Production servers are live at VTC to facilitate the Business Continuity initiative
- 1.3 New log analysis tool (Splunk) should be implemented by 2/28/16
- 2.1 Social Studies RFP Award: Newsela, Perason, AKJ Books, Thinkmap, Virtual Education: Lightsailed, Redbird, Right Reason, Odysseyware, Apex
- 2.3 o365 & Google training are taking place in the following districts: Hammondsport, Franklinville, Alfred Almond, Tonawanda, Lancaster, Arkport, Avoca, Cuba Rushford, Iroquois, Holland, Niagara Wheatfield, Ripley, Hamburg, Andover, Depew and Lakeshore
- 4.3 Implemented Apple centralized solution (JAMF) for Max OSX and iOS devices
- 4.5 Total of 10 districts have joined the WNYRIC based Active Directory
- 5.2 District Data Coordinator meetings have been scheduled and begun for the year

- 5.4 Fourteen districts are currently participating in data integration service. District application needs and current methods have been evaluated and the best solutions have been implemented or are in progress. Research on new methods and improvements is ongoing
- 5.7 A Data Security and Privacy session was provided prior to each District Data Coordinator meeting in September as an overview of topics related to NY Education Law 2-d, additional law and regulations, best practices and online services. A website of information can be found at nysdsp.org
- 6.2 Solutions are in place that provides security for Computer Based Testing within the WNYRIC Network
- 6.4 Wireless infrastructure may need to be reviewed based on endpoint and device quantities. Wireless infrastructure needs to be checked to make sure it can handle the devices that will be used.
- 7.1 Financial team is offering a service to assist districts in exporting the required data out of the financial software and formatting it in the templates of 3rd party vendors for ACA tracking. District input and verification is required
- 7.2 We continue to explore new data integration options as they become available to ensure effective and secure methods are used
- 7.3 One district no implemented
- 7.4 Email Services Team is researching and testing basic SharePoint sites for use by districts in the cloud. Financial team is preparing for the calendar year end processes and the production of W-2's and 1099's forms along with the 1095C and 1094C forms for ACA reporting. Visitor management system is now available as a service. (Raptor) System can track visitors, volunteers, staff and students as they enter and leave school buildings. Extensive reporting is available. Demos will be done in January. Self-contained unit \$2100 per building for 1st entrance door and year two is \$1000/building. More information will be discussed with CSRs at participation meeting. Clark Godshall knows of the service and believes it will be very valuable for schools. .
- 7.5 Financial teams are holding webinars on the 1095C and 1094C process within the applications
- 7.6 SMS teams have reviewed with districts the need to restrict access to applications and how to do this in eSchoolData and PowerSchool. Both teams offer services to assist districts in understanding and managing system security

2014 – 2015 Statewide RIC Goals update – Rosanne Huffcut

- All districts in the WNYRIC were certified by the RIC and have been approved by SED for their Technology Survey
- A technical awareness session occurred December 1st for RICs and BOCES regarding the new Questar system. A training for RICs , BOCES and districts participating in field testing is scheduled for January 12th 8:30 – 12:30. Both technical and test administrators are encouraged to attend. Remote sites in the region are available.
- Technical resources may be needed in buildings in order to assist with issues as they occur. Districts are encouraged to complete sample testing when the system is available
- WNYRIC Team developed and made templates available to all RICs to be used for January regents reporting
- Direction from Commissioner to provide data to RICs earlier and therefore RICs will be able to release reports earlier to the field.
- WNYRIC has taken the lead in many of these initiatives. We provided all the templates to all the RICS across the region.
- Thank you to all the BOCES liaisons and data warehouse teams for assisting with ideas and expertise for continued new report development.

Standards Committee Minutes and Resolutions (Jan Mathis):

- Trying to clean up the categories

- Categories for laptops, notebooks and chrome books

Below are three (3) recommendations from the WNYRIC Standards Committee meeting held on August 12, 2015 for WNYRIC Advisory Council action:

- Motion 1: Sheldon Soman made a motion to add Papercut MF to category 11. Software: under sub-category Printer Management. Seconded by Rob Morgan Vote results: 14 yes/0 no (unanimous)
- Motion 2: Shelayne Wise made a motion to add Asus C100 Rockchip Flip Chromebook model to the Standards list comment section under category 1. Computers/Asus. Seconded by Mike Murphy Vote results: 14 yes/0 no (unanimous)
- Motion 3: Marty Wende made a motion to make the below changes to the Standards list:
 - 1. Computers-Added to Asus Flip Chromebook added per above motion
 - 5. Operating Systems – No changes
 - 7. Printers – No changes
 - 9. Servers (Standard) – Remove IBM and change Lenova to Lenovo
 - 14. VoIP – No changes
 - 15. Video Conferencing – No changes
 - 17. Tablet Devices – No changes
 Seconded by Rob Morgan Vote results: 14 yes/0 no (unanimous)

Advisory Council approval at this time. Motion to approve the (3) recommendations was motioned by Karen Cuddy-Miller and seconded by Maria Sommerfeldt. The motion carried unanimously (23 yes/0 no/1 abstain)

Informational update:

- **Questar CBT 3-8 Testing/Logistical Information, Teacher/Test Administrator – Michelle Okal-Frink**
 - January 12th technical training at Erie 1 BOCES. Team of CBT folks should attend together. Link was in the memo that was sent over the listserv. Individuals need to register themselves. You will also need your BEDS code of the school. There will also be remote sites for this training. Webinars will also be available and more information will be sent out when it becomes available
- **Data – Rosanne**
 - With the PARCC testing the information came from level 1 which our data warehouse team supplied. The Questar testing will be coming from Level 2. Training for the schools will be done by Questar. For this year the RIC staff will be able to help verbally but will not be able to get into the system to see the district's system in order to help.
- **Technical Support – Jan**
 - Scott Przywara will be our technical lead with Questar. Districts are encouraged to involve their FTE technical support.
 - **XP Machines**
 - As of 10/28 there are still 728 XP machines on the network.
 - Support ended in 2014
 - Some machines are district owned

- Clark would like to get a list for his districts. Jan Mathis will get this list.
- Biggest issues: heating and cooling systems, VoIP Systems, gas pumps. The ones that need to be replacement are a very expensive fix and many of these are district owned
- Windows 7 support will end in 2019
 - WNYRIC asked Advisory Council members for ideas of further strategies to get these xp machines off the network.
 - Ideas were, block them – Could be done but would affect systems like stand-alone VoIP, heating / cooling etc.
 - Charge extra for help to eradicate issues caused by the xp device vulnerability since this takes away support for other initiatives in districts who then wait for service
 - Provide lists of the districts to DSs so they could talk to their districts as well and further explain the need to update or remove from the network since if hacked etc – it spreads to entire district network.

➤ **Erate – update**

- \$150/student funds can be used over the next the five year period, but can only be used for network upgrades
- Project requests for Level 2 services for 15-16 have been started to be funded and we expect all network projects to be funded within the next 8 weeks
- All districts much create an account in the Erate portal if they plan to request Erate service for 16-17 either on a district application or on a WNYRIC application
- All VoIP services will be phased out for 17-18 and only broadband, internet, and networking will be eligible for Erate discounts going forward
- Any questions can be directed to Sue Melancon or Patrick Doyle

➤ **Service Presentations – Questions/feedback**

- CA BOCES - none
- GST BOCES - none
- E1B BOCES - none
- ON BOCES – none
- Erie 2 BOCES – Roll out meeting is December 18th

Round table with each region- Greg asked if there were any questions/issues from each area:

- GST – none
- CA – none
- ON – **Clark** - Pre-meeting information can that be listed back on the agenda. Yes we will add back on the agenda.

Clark - Visit a district regarding one on one computing best practices. Example: Raptor once you see how it works you will want it in your district. Sweet Home offered to be a District where one to one has been implemented and would be happy to answer questions about hurdles/etc.

Clark and Lynn Fusco reminded Advisory Council of the Conference for superintendents and that the meeting would be held after that at Southern Tier West.

Lynn explained that regions will be asked for 2 superintendent volunteers per region for planning for content. Volunteers can contact their DS.

- Erie 2 – **Tim Mains** – CBT for the Alt Ed. What is happening with this? He received an email from Kansas University to set up a user. . Districts should hear from their NYSAA Coordinator

at each BOCES for more information or will have received information directly from NYSED or KITE.

Next Meeting Date:

- March 17, 2016
- May 27, 2016 Southern Tier West after WNYRIC/JMT Event

Upcoming Events:

- Digital Wave—May 9, 2016

Greg wished everyone a Happy Holiday.

Motion to Adjourn by Karen Cuddy-Miller Seconded by Mary Beth Genovese-Scullion at 3:00 p.m.

Respectfully submitted by: Pat Hochadel